

# Find Reviewers Quick Reference Guide

The **Research.gov Desktop** is a new online workspace for NSF staff. **Find Reviewers**, the first tool on the Desktop, illustrates the type of exciting tools and services possible on Desktop. Find Reviewers is now available for you to explore and identify ways it can be shaped. NSF also needs your help to shape the information and services offered on the Desktop. Please submit ideas and feedback about the Desktop and Find Reviewers through the online feedback form on the Desktop or by emailing feedback@research.gov.

**Find Reviewers** makes it easier for you to find and qualify potential reviewers through a robust search of internal and external resources, including:

- NSF proposals awarded or declined from Nov. 2006-present
- NSF Principal Investigator (PI) information
- NSF Reviewer information
- Publication information (Thomson Web of Science initially, will add other external information sources that NSF staff finds helpful)

There are two easy ways to find potential reviewers through this new tool, using:

- A key word (such as area of expertise)
- · A name (full or partial) or email address

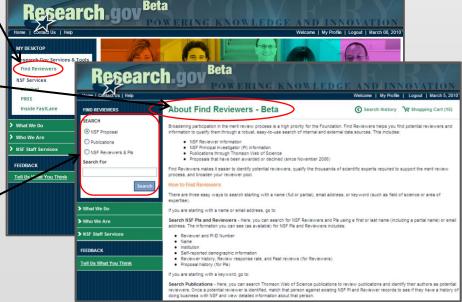
Once you identify a potential reviewer, you can add them to the Shopping Cart, your personal list of potential reviewers, where you can make notes, print, or export the list to Excel, XML, or CSV.



## **Getting Started**

To access **Find Reviewers**, log into the Research.gov Desktop at <a href="www.research.gov/desktop">www.research.gov/desktop</a> using your LAN ID and password. If you are working remotely, you must access the Desktop through Access NSF.

- Click the Find Reviewers link on the left hand navigation, and the About Find Reviewers page will appear. This page provides you with information about the tool and instructions for finding reviewers. From this page there are three easy ways to begin. Search by:
  - NSF Proposals using a key word
  - Publications using a key word and date range
  - NSF Reviewers and Pls using a name or email

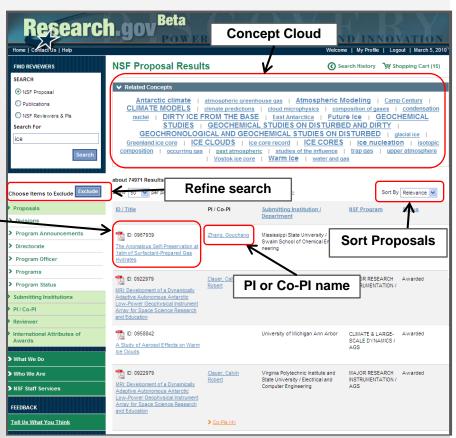


### Search NSF Proposals to Find Reviewers Using a Keyword

If you have a **keyword** (such as field of science or area of expertise), you can conduct a full text search of awarded or declined **NSF proposals** submitted since November 2006. You can then match names of people associated with the proposal to existing NSF PI and reviewer records to identify and help qualify potential reviewers.

- 1.
- To search proposals, select NSF Proposals on the left-hand navigation menu.
- Enter a keyword or keywords and click Search.
- \*A list of relevant proposals will be returned in order of the frequency that your search term appears in the proposal (e.g., proposals with the most instances of your term will appear at top of the list).
  - From this page you can:
    - Click on a PI or Co-PI name to view contact information (e.g., proposal history, email, institution)
    - Click on a Proposal Title to view the full proposal
    - Sort all proposals returned by:
      - Relevance
      - Award ID Number
      - Submitting Institution
      - NSF Program
      - Status
    - Refine your search using the filters
    - Use the Concept Cloud to find related search terms you may be interested in



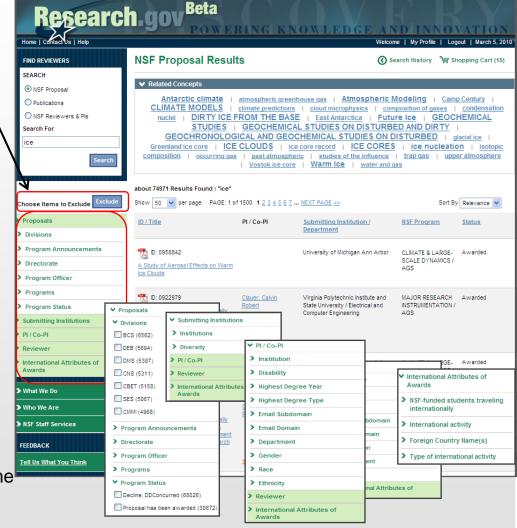




### **Applying Filters To Further Refine Your Proposal Search**

You can **Refine Your Search** using the **Choose Items to Exclude** menu on the left hand navigation menu of the NSF Proposal Results page.

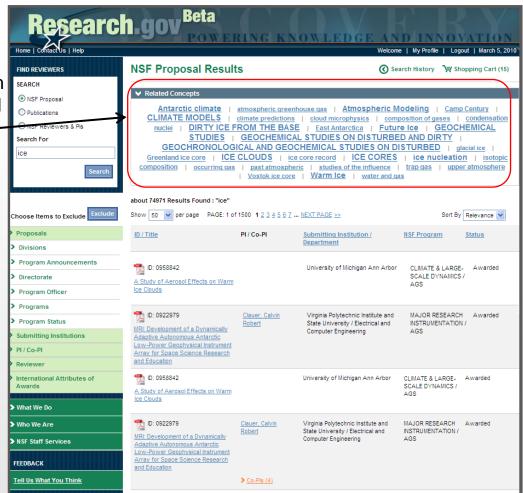
- Check the filters that you want to apply to your search and click Exclude. You can exclude up to 30 criteria at a time when filtering results.
- Examples of criteria you can filter by are:
  - Proposal attributes (Program, Directorate, and more).
  - Submitting institutions (institution name).
  - PI/Co-PI attributes (Gender, Department, and more).
  - Reviewer attributes (Gender, Department and more).
  - International Attributes of Awards (Country name and more).





#### Using the Related Concepts Cloud to Expand Your Search Criteria

- In addition to search results, you will also see a list of concepts/topics related to your search term that you may be interested in. The terms in this **Related Concepts Cloud** are sized differently to reflect the relevancy of the related concept to your original search term. The larger and bolder the font of the term in the Related Concepts box, the more relevant it is to your search.
- Click on one of the concepts to start a new search for NSF proposals that contain that search term.





## Search Publications to Find Reviewers Using a Keyword

If you have a **keyword** (such as field of science or area of expertise), you can **search Thomson Web of Science publications** to view publications and identify their authors as potential reviewers. You can then match authors with existing NSF PI and Reviewer records to see if they have a history of doing business with NSF and view detailed information about that person.

- 1.
- To search Thomson
   Web of Science
   publications, select
   Publications on the lefthand navigation menu.
- Enter a keyword, such as field of science, and a date range for when the publications were published.
- You can also select advanced search criteria to further target your search results.
  - Use the AND or NOT options to include or eliminate specific terms in publications, such as keywords appearing in Journal Name, Institution, and Author's Name. (e.g., AND North America, NOT Mexico).

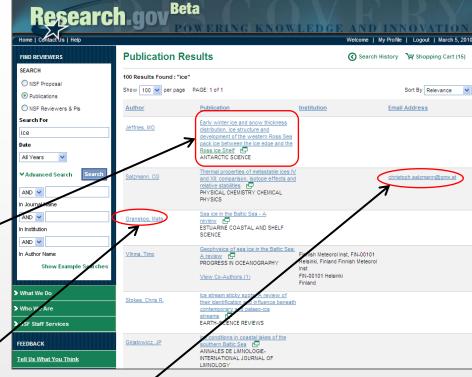




3.

The Publication Search Results screen displays a list of publications that match your search term and any additional criteria specified. Search results are ranked by relevance, so publications that include the highest number of instances of your search criteria will be at the top of the list.

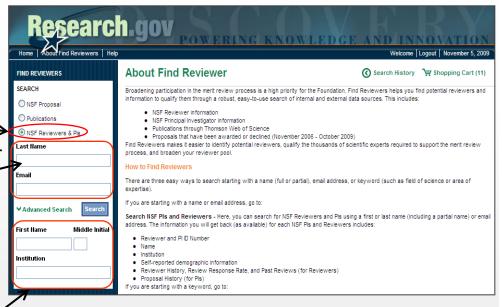
- Clicking on the publication title, you can view the full publication text on Thomson Web of Science, which includes information about individuals associated with the publication.
- Clicking on the author name executes an NSF Reviewer and PI search for that person and will show a history of that person's business with NSF.
- Clicking on the email address will automatically address an email for you to initiate contact with the author.





### Search NSF PIs & Reviewers to Find Reviewers Using a Name or Email

- To Re
- To search **NSF PIs and Reviewers** using a name or email, select *NSF Reviewers & PIs* on the left-hand navigation menu.
  - Enter a last name full or partial (e.g., John for Johnson), and/or Email and click Search.
  - The Advanced Search allows you to further target your search results
     by entering a first name, middle initial, or institution.





- The NSF Reviewer & PI Results page displays a comprehensive list of individuals related to your search term.
- You can filter the search results to show only Reviewers or PIs by checking either Reviewers or PIs on the left side of the screen.







## **Adding Potential Reviewers to Your Shopping Cart**

At any point, you can add people to your **Shopping Cart**. The shopping cart maintains your individual list of potential reviewers. As you find potential reviewers of interest, you can add their NSF PI/co-PI, NSF Reviewer records, or Author record from Thomson Web of Science to your shopping cart. If you end your session without clearing your shopping cart, your list of reviewers will remain in your cart the next time you access Find Reviewers. You can also print or export the shopping cart to Excel, XML, or CSV.

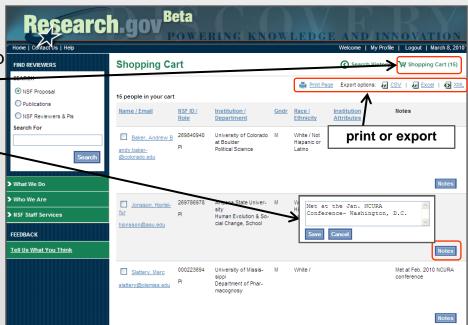


At any point while searching, you can add people to the Shopping Cart by clicking Add to Cart to the right of the potential reviewer's name. The record will then be saved to the Shopping Cart unless you click the option to remove it.





- To view the contents of your Shopping Cart, click on the Shopping Cart link at the top of any page.
- While on the Shopping Cart page, you can add Notes about each potential \_\_\_\_\_\_ reviewer by clicking Notes.
- You can also print or export the shopping cart to Excel, XML, or CSV.







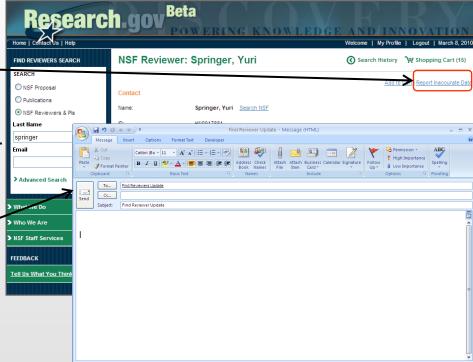
## Report Inaccurate Data While Viewing PI or Reviewer Information

**Find Reviewers** is pulling data from the legacy system (PARS), which may not be up-to-date. We ask that staff report inaccurate Reviewer data. Things you may want to report include duplicate Reviewer entries for the same person, Reviewer information that is old or inaccurate, etc.

If you would like to update reviewer data, please sign into PARS. The changes made in PARs will be reflected in Find Reviewers 24 to 48 hours after the change is made.



- Report inaccurate
  Reviewer data by clicking
  on the Report Inaccurate
  Data link
- This will open a blank email to the Find Reviewers team. In the email, please include "Find Reviewer Update" as the subject line, and then in the body of the email, indicate the inaccurate record and the updates that need to be made.
- You can also send an email to FindReviewersUpdate@ research.gov. to report inaccurate PI or Reviewer data.





For further assistance, contact ITHC at 703.292.HELP or 1.800.711.8084, or email: feedback@research.gov.